

7 October 1955

CHANGES IN TEXT OF THE REVISED FITNESS REPORT DRAFT

1. In the initial instructions appearing at the top of the FITNESS REPORT (Part I) PERFORMANCE, the text following "For The Supervisor" has been changed to read:

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+ he This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of ~~this~~ report can help you prepare for a discussion with him of his strengths and weaknesses. It is also Organization policy that you show Part I of this report to the employee except under conditions specified in Regulation  . It is recommended that you read the entire form before completing any question. If this ~~report~~ is the INITIAL REPORT on the employee, it MUST be completed and forwarded to the Office of Personnel no later than 30 days after the ~~due~~ date indicated in item 8 of Section A below.

2. In item 3, Section C of the FITNESS REPORT (Part II) POTENTIAL, a new item will be added to the existing space which reads:

"Indicate the approximate number of months the rated employee has been under your supervision \_\_\_\_\_".

*1 Nov 55 Edition of Form 45*

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